

# **EMERGENCY PREPAREDNESS MANUAL**

## **FOR CLASSROOM TEACHERS**

This document is of extreme importance.

It contains specific instructions to be followed in the event of real or potential disasters.

Review contents and keep for instant access and review.

# **WHEN TO DIAL 9-1-1**

**WHEN YOU MUST HAVE HELP  
IMMEDIATELY AND YOU CANNOT  
CONTACT YOUR PRINCIPAL...**

- 1. DIAL 9-1-1 OR 9-9-1-1**
- 2. STATE YOUR EMERGENCY**
- 3. GIVE YOUR NAME AND ADDRESS**
- 4. BE PREPARED TO ANSWER  
QUESTIONS IN A CLEAR, CALM  
MANNER**
- 5. REMAIN ON THE TELEPHONE. DO  
NOT HANG UP UNTIL THE  
DISPATCHER SAYS THAT YOU  
MAY.**

# **TEACHER RESPONSIBILITIES/TEACH SAFETY**

- Teach emergency procedures to all students and review the evacuation plans for your classroom at the beginning of each quarter.
- Participate in emergency drills in a manner that conveys to all students the necessity for following procedures.
- Identify students in your classroom who would require special assistance in the event of an emergency. Assign someone to be responsible for assisting these students.
- After each evacuation drill, allow a few minutes of class time to review how the students followed procedures and participated in the drill. Discuss what students should do if they were not in a class setting during an evacuation, i.e., cafeteria, media center, home, to/from school, etc.
- All personnel are required to stay on campus to assist in emergency procedures until dismissed by site administration.

## **TEACHER SAFETY**

- Keep door locked when working in classroom either before or after regular school day.
- Make sure that someone knows you are on campus.
- Know how you will communicate your need for assistance in case of emergency.
- Know your school code.

# FLOOD

- RETURN TO OR REMAIN IN THE BUILDING.
- DO NOT LEAVE BUILDING UNTIL TOLD TO DO SO.
- WHEN NOTIFIED, EVACUATE THE BUILDING.
- STAY WITH YOUR CLASS.
- TAKE ROLL AND REPORT MISSING/INJURED STUDENTS.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR ADMINISTRATOR.
- IF EVACUATION OCCURS BETWEEN INSTRUCTIONAL PERIODS, MEET YOUR NEXT CLASS.

# **RIOT/CIVIL DISORDER/THREATENING INDIVIDUALS**

- KEEP STUDENTS IN THE CLASSROOM.
- IF INCIDENT OCCURS BETWEEN INSTRUCTIONAL PERIODS, MEET YOUR NEXT CLASS.
- CLOSE ALL DOORS, WINDOWS AND DRAPES.
- NOTIFY ADMINISTRATION OF INCIDENT.
- HOLD STUDENTS UNTIL NOTIFIED TO DISMISS THEM.
- REPORT INJURED STUDENTS TO THE ADMINISTRATOR.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR ADMINISTRATOR.
- KNOW YOUR SCHOOL CODE.

# **BOMB THREAT**

- IF NOTIFIED, EVACUATE THE BUILDING.
- STAY WITH YOUR CLASS.
- TAKE ROLL AND MAKE LIST OF ABSENT/INJURED STUDENTS.
- REPORT MISSING OR INJURED STUDENTS TO ADMINISTRATOR.
- DO NOT TOUCH ANY SUSPICIOUS OBJECT. REPORT THEIR LOCATION TO AN ADMINISTRATOR.
- DO NOT USE ANY ELECTRICAL DEVICES SUCH AS RADIOS OR WALKIE-TALKIES.
- DO NOT ENTER BUILDING UNTIL TOLD TO DO SO.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR SITE ADMINISTRATOR.
- IF EVACUATION OCCURS BETWEEN INSTRUCTIONAL PERIODS, MEET YOUR NEXT CLASS.
- KNOW YOUR SCHOOL CODE.

# **HAZARDOUS MATERIALS**

- FOLLOW DIRECTIONS FROM THE INTERCOM SYSTEM.
- EVACUATE THE BUILDING WHEN ALARM SOUNDS.
- TAKE ROLL AND MAKE LIST OF ABSENT/INJURED STUDENTS.
- REPORT INJURED OR MISSING STUDENTS TO ADMINISTRATOR.
- STAY WITH YOUR CLASS.
- IN THE EVENT STUDENTS MUST BE MOVED FURTHER AWAY FROM THE BUILDING THAN REGULAR ASSIGNED AREA, MAKE SURE ALL STUDENTS IN YOUR CHARGE STAY TOGETHER.
- MOVE AS DIRECTED BY ADMINISTRATOR.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR ADMINISTRATOR.
- IF ANY OF THESE EMERGENCIES OCCUR BETWEEN INSTRUCTIONAL PERIODS, MEET YOUR NEXT CLASS.

# **EXPLOSION/FALLEN AIRCRAFT**

- **WARNING BY SOUND OR SIGHT. GIVE COMMAND: DROP-COVER-HOLD.**
  - **ALL PERSONS SHOULD IMMEDIATELY CROUCH UNDER DESKS/TABLES WITH HEAD DOWN, HANDS CLASPED ON DESK OR AT BACK OF NECK AND FOREARMS COVERING EARS, WITH BACKS TOWARD NEAREST WINDOW.**
  - **DO NOT SOUND FIRE ALARM, UNLESS THERE IS A FIRE. INFORM OFFICE BY PHONE OR MESSENGER.**
  - **STAFF MEMBER MUST ASSESS DANGER TO STUDENTS UNDER HIS/HER CONTROL IF DANGER OF:**
    - **FURTHER EXPLOSION**
    - **FIRE**
    - **UNSAFE BUILDING**
- FOLLOW FIRE EVACUATION PROCEDURE.  
MOVE STUDENTS UNTIL EITHER DISTANCE OR COVER INSURES SAFETY.**
- **TEACHERS HAVE THE RESPONSIBILITY OF KEEPING ALL STUDENTS AND PERSONNEL OFF ACCESS ROADS WHICH MAY BE NEEDED FOR MOBILE FIRE TRUCKS, AMBULANCES, ETC.**
  - **TAKE ROLL AND MAKE A LIST OF ABSENT/INJURED STUDENTS.**
  - **RENDER FIRST AID IF NECESSARY.**

# NUCLEAR ATTACK

- SURPRISE ATTACK, WARNING: INTENSE FLASH OF LIGHT, SOUND OR SHOCK WAVE.
- TEACHER SHOULD GIVE COMMAND: DROP-COVER-HOLD. ALL PERSONS SHOULD IMMEDIATELY CROUCH UNDER DESKS/TABLES WITH HEAD DOWN, HANDS CLASPED ON DESK OR AT BACK OF NECK AND FOREARMS COVERING EARS, WITH BACKS TO TOWARD NEAREST WINDOW.
- WHEN SHOCK WAVE PASSES (MAY TAKE AS LONG AS THREE MINUTES) DRAW CURTAINS. IF ROOM HAS SUFFERED ENOUGH DAMAGE TO MAKE IT DANGEROUS FOR STUDENTS TO REMAIN, MOVE INTO HALLS OR NEAREST GYM. DO NOT GO OUTSIDE UNTIL ADMINISTRATION SAYS IT IS SAFE TO DO SO.
- WITH SHORT WARNING, ATTACK IMMINENT, WARNING: TAKE COVER.
- TAKE COVER WARNING: REPEATED SHORT TONES ON THE REGULAR BELL SYSTEM.
- ACTION:
  - CLOSE ALL CURTAINS.
  - ALL STUDENTS WILL MOVE INTO ENCLOSED HALLS AND SIT DOWN OR REMAIN IN CLASSROOM, AS APPROPRIATE.
  - TEACHERS WILL REMAIN WITH CLASSES.
  - ALL DOORS (CLASSROOMS, HALLS, FIRE DOORS, ETC.) WILL BE CLOSED.
  - REMAIN UNTIL PRINCIPAL DIRECTS FURTHER ACTION.
- WITH EARLY WARNING: PRINCIPAL ORDERS GO HOME. STUDENTS WILL BE ESCORTED BY SUPERVISING PERSONNEL TO BUSES OR PARKING LOT.

# **FIRE**

- UPON DETECTING A FIRE, PHONE (OR SEND MESSENGER WITH) THE LOCATION OF THE FIRE TO THE OFFICE.
- OFFICE STAFF WILL NOTIFY THE:
  - FIRE DEPARTMENT, TELEPHONE 9-1-1 OR 9-9-1-1
  - LOCAL POLICE OR SHERIFF'S DEPARTMENT, TELEPHONE 9-1-1 OR 9-9-1-1
- EXTINGUISH SMALL FIRES, IF SAFE. KEEP STUDENTS CLEAR OF AREA.
- EVACUATE THE BUILDING VIA ROUTE ON FIRE DRILL MAP.
- ASSEMBLE WELL CLEAR OF THE FIRE.
  - KEEP CLEAR OF ANY FIRE FIGHTING EQUIPMENT.
  - KEEP STUDENTS AND PERSONNEL OFF ACCESS ROADS.
- TAKE ROLL AND MAKE A LIST OF INJURED AND OR ABSENT STUDENTS.
- REPORT MISSING OR INJURED STUDENTS TO ADMINISTRATOR.
- FURTHER ACTION WILL BE DETERMINED BY THE PRINCIPAL OR SUPERINTENDENT.
- DO NOT ENTER BUILDINGS UNTIL TOLD TO DO SO.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR ADMINISTRATOR.
- IF FIRE OCCURS BETWEEN INSTRUCTION PERIODS, MEET YOUR NEXT CLASS.

# EARTHQUAKE

## **IF INSIDE BUILDING**

- THE WARNING IS WHEN THE EARTH BEGINS TO SHAKE. OCCASIONALLY THIS IS PRECEDED BY A LOW PITCHED RUMBLING NOISE.
- TEACHER SHOULD GIVE COMMAND: DROP-COVER-HOLD
- ALL PERSONS SHOULD IMMEDIATLEY CROUCH UNDER DESKS/TABLES WITH HEAD DOWN, HANDS CLASPED ON DESK OR BACK OF NECK AND FOREARMS COVERING EARS, WITH BACK TOWARD NEAREST EXIT OR WINDOW.
- EVACUATE BUILDING VIA ROUTE ON EARTHQUAKE DRILL MAP.
- ASSEMBLY IN DESIGNATED EVACATION AREA.
- DO NOT ENTER BUILDINGS UNTIL TOLD TO DO SO.
- AVOID FALLEN WIRES.
- KEEP CLEAR OF ACCESS ROUTES AND EMERGENCY EQUIPMENT.
- TAKE ROLL AND REPORT MISSING/INJURED STUDENTS.
- RENDER INITIAL FIRST AID, IF NECESSARY.
- STUDENTS SHOULD REMAIN IN A GROUP UNDER SUPERVISION UNTIL NOTIFIED TO RE-ENTER BUILDING OR GO HOME. IF THE PRINCIAPL ORDERS GO HOME, STUDENTS WILL BE ESCORTED BY SUPERVISING PERSONNEL TO BUSES OR PARKING LOT.

## **IF OUTSIDE BUILDING**

- STAY OUTSIDE AND STAY CALM.
- STAY IN THE OPEN AND ASSEMBLE IN DESIGNATED EVACUATION AREA.
- DO NOT ENTER BULIDNG UNTIL TOLD TO DO SO.
- IF YOU ARE ON A PREPARATION PERIOD, REPORT TO YOUR ADMINISTRATOR.
- IF EARTHQUAKE OCCURS BETWEEN INSTRUCTIONAL PERIODS, MEET YOUR NEXT CLASS.

# OTHER EMERGENCIES

## OTHER EMERGENCIES – SEVERE STORMS, WIND, ETC.

- RETAIN THE STUDENTS IN THE CLASSROOM UNTIL THE NATURE AND EXTENT OF THE DAMAGE IS JUDGED; THEN STAFF AND STUDENTS WILL BE NOTIFIED OVER THE INTERCOM OR BY MESSENGER AS TO ANY ACTION NECESSARY.
- SHOULD THERE BE EXTENSIVE DAMAGE TO THE SURROUNDING AREA, THE SCHOOLS COULD BE ORGANIZED AS EMERGENCY CENTERS AND THE STAFF MAINTAINED UNTIL THE CENTER IS NO LONGER NEEDED.
- THE ADMINISTRATORS WOULD AUTOMATICALLY BECOME EMERGENCY CONTROL CENTER DIRECTORS, AND ALL STAFF MEMBERS WOULD BE ASSIGNED TO THAT CENTER.

## STAFFING PATTERN:

